



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administration	Associate Personnel Analyst	549-066-5142-036
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Human Resources	Human Resources Program Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
	Sacramento	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Staff Services Manager III
POSITION DESCRIPTION		
Under general direction of the Staff Services Manager III (SSM III), the Associate Personnel Analyst (APA) is responsible for supporting special projects, including Human Resources Information System (HRIS) implementations, developing plans and programs, and compliance reviews. Incumbent performs weekly and monthly data analysis and builds Human Resources (HR) reports to include data visualizations. The incumbent will oversee HR communications, provide guidance and support through written analysis while advising Staff Services Manager II (SSM II) and Staff Services Manager I (SSM I) on critical HR topics. The incumbent will support HR by analyzing, tracking, and maintaining a comprehensive report of all HR equipment assigned to staff.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	HRIS Project/Cross Unit Support – Assists the Personnel Officer in managing projects by coordinating tasks with others and ensuring deadlines are met. Undertakes a broad spectrum of the more complex special assignments including, but not limited to, conducting program evaluations, developing written materials, and monitoring and/or generating and compiling reports. Provides support for management. Maintains and coordinates administrative support functions. Lead HRIS project improvements and system implementations. Serve as Liaison for collecting and communicating information related to Control Agency Compliance Reviews. Participate in HR special project in collaboration with key stakeholder requiring HR data extracts, data mining, analysis, and/or data visualizations.	
25%	Data and Reporting – Develops, reviews, analyzes, writes, and processes the more complex written weekly and monthly HR Reports. Obtains, evaluates, and develops extensive information from programs, groups, and individuals to brief the Personnel Officer on the potential impact in advance of meetings, conferences, speaking engagements, and as needed. Analyze data and metrics to assure accessibility compliance is met through the most effective use of current HR applications for reporting.	
20%	HR Communications – Provide communications support to the Human Resources department under the direction of the Personnel Officer. Evaluates and coordinates the flow of information regarding message tone, format, timing, vehicle, and audience segment to ensure the best and most effective approach for communication, including developing, reviewing, analyzing, and writing Admin Newsletter Articles. Develop and monitor communication plans to support high-impact projects and program launches. Build and maintain an editorial calendar to track and prioritize HR communications. Create templates, resources, and messaging guides.	
10%	Capital Asset Management – Track and maintain a comprehensive report of all HR equipment, including but not limited to Laptops, monitors, cellphones, etc.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	



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5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE